

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Psychologist
<b>Position Number:</b>	516084, 520054, 524373
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Hospitals North/North West - Launceston General Hospital Psychology
<b>Position Type:</b>	Permanent, Part Time
<b>Location:</b>	North
<b>Reports to:</b>	Director - Allied Health Services
<b>Effective Date:</b>	September 2016
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Registered with the Psychology Board of Australia  <i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i>
<b>Desirable Requirements:</b>	Endorsement by the Psychology Board of Australia as a Clinical Psychologist or Clinical Neuropsychologist  Postgraduate degree in Clinical Psychology or Clinical Neuropsychology

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

In accordance with organisational policies and the professional code of conduct of the Psychology Board of Australia, the Psychologist provides psychological services including evidence-based assessments and therapeutic interventions to patients of the Launceston General Hospital (LGH), including inpatient and outpatient services (excluding Mental Health Services).

## Duties:

1. Provide psychological input to patients attending the LGH, including but not limited to psychological, cognitive, behavioural and/or capacity assessments, and appropriate group and/or individual interventions.
2. Prepare psychological and neuropsychological reports, including medico-legal and Guardianship and Administration Board of Tasmania reports as required.
3. Engage with and provide advice and consultation to multidisciplinary teams, including assisting multidisciplinary teams in discharge planning, multidisciplinary case conferences and family meetings, as required.
4. Provide education and support to family, staff, carers, service providers and others involved in ongoing patient care and management.
5. Provide consultancy and peer supervision to other psychologists and supervision to post-graduate students as negotiated with the Director - Allied Health Services.
6. Participate in registered quality improvement and research projects as agreed with the Director - Allied Health Services.
7. Actively pursue contemporary professional knowledge and its application to the acute and inpatient setting through appropriate continuing professional development activities.
8. Maintain records of clinical and non-clinical activity in accordance with policy and procedures for Allied Health LGH.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

Under the professional supervision, general guidance and support provided by the Director - Allied Health Services/Senior Psychologists in LGH, the Psychologist is expected to:

- Exercise high level initiative and professional judgement whilst undertaking complex and critical professional work in a hospital setting requiring a demonstrated commitment to the provision of a high standard of patient care.
- Work within Agency policies and procedures and comply with the registration and ethical standards of the Psychology Board of Australia.
- Recognise and maintain one's own continuing professional development and registration as a Psychologist, according to the requirements of the Psychology Board of Australia.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Extensive experience in, and knowledge of, contemporary Clinical Psychological/Neuropsychological practice in inpatient and outpatient settings which includes evidence-based assessments and therapeutic interventions.
2. High level interpersonal, negotiation and conflict resolution skills including demonstrated experience in liaising effectively with family and support networks, clinicians and health professionals.
3. Effective verbal and written communication skills and demonstrated experience in the provision of education, supervision and high level formal documentation, including medico-legal and Guardianship and Administration Board reports.
4. Proven ability to work effectively both independently and as a collaborative member of a multidisciplinary team.
5. Demonstrated ability to apply independent judgement, adaptability and flexibility whilst working within a complex environment subject to change.
6. Proven commitment to quality improvement, research and ongoing professional development.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).